



# Greenwood County, SC

## Job Description

FLSA: Exempt

Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).

Class Title: Chief Deputy Clerk of Court

Department: Clerk of Court

Pay Grade: 112

Revised: 7/1/15

### **General Description**

The purpose of this class within the organization is to ensure the proper operation of the court; provides general supervision of the Clerk of Court's Office; ensures compliance with applicable policies and procedures; assessment of revenues; manages all jury functions; maintains all court records with completeness and accuracy.

Works independently, under limited supervision, reporting major activities through periodic meetings.

### **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this job/class. Management may assign additional functions related to the type of work of the job/class as necessary.**

### **Essential Functions:**

Communicates with and provides assistance to Clerk of Court, co-workers, attorneys, solicitors, public defenders, paralegals, judges, jurors, law enforcement agencies, and the general public.

Checks eligibility of potential jurors, draws names for jury, excuses or transfers jurors, as appropriate, and processes juror pay.

Prepares, processes, files and distributes various records, notices and legal documents.

Prepares monthly reports for the county and state.

Enters computer data to record and retrieve case information.





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### **Additional Duties:**

Assists in preparing department budget.

Balances cash receipts and reconciles deposits.

Assists the register of deeds with data entry.

Performs related work as assigned.

### **Responsibilities, Requirements and Impacts**

#### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations using data or information.

#### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

#### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handles supplies of high value or moderate amounts of money consistent with the operation of a small division.

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### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads routine sentences, instructions, regulations, procedures or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring a few decisions, affecting the individual and a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions, but with some variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

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### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

None.

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### **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (**Does not include safety of subordinates**).*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires one year supervisory level experience in Clerk of Court office OR an equivalent combination of education, training and experience.

### **Special Certifications and Licenses:**

None

### **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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